



17 April 2019

INVITATION FOR PROPOSALS

The Philippine Department of Tourism-Korea is in need of the services of a well-experienced company based in Korea engaged in the business of professional exhibition booth design, set-up, dismantling and booth parts rental and services for its participation in the Hana Tour International Travel Show (HITS 2019) to be held at KINTEX, Goyang-si, Seoul, Korea on June 7-9, 2019.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before 26 April 2019 5:00pm to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro1-ga
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290 Fax: (02) 3180520
Email: pdot@philippinetourism.co.kr and lily@philippinetourism.co.kr

MARIA CORAZON JORDA-APO
Tourism Director & Attaché
PDOT-Korea

TERMS OF REFERENCE

I. PROJECT TITLE	:	PHILIPPINE BOOTH DESIGN AND SET UP AT THE HANA TOUR INTERNATIONAL TRAVEL SHOW 2019
DATE	:	June 07 – 09, 2019
VENUE	:	KINTEX, South Korea
ITEM	:	Philippine Booth Design, Set-up/Dismantling, and Booth Parts Rental and Services

II. BACKGROUND

PDOT-K will set-up a 72-square-meter booth at the HITS 2019(HANATOUR INTERNATIONAL TRAVEL SHOW 2019) in KINTEX, Goyang-si, South Korea. HITS is the biggest international travel show for B2B and B2C business engagement hosted by Hana Tour, Korea's largest tour wholesaler. Several activities will be undertaken at the Philippine booth to attract more booth visitors and create stronger consumer interest during the exhibition day.

III. PURPOSES / OBJECTIVES

The DOT is in need of the services of a well-experienced professional company engaged in the business of professional exhibition booth design, construction/dismantling, and booth parts rental and services. A company with previous experience with the Department on similar projects in Korea is an advantage.

IV. SCOPE OF WORK / DELIVERABLES

Following are the services required by the Philippine Department of Tourism:

A. Booth design

- Wooden construction
- Design should adhere to the campaign/theme: "It's More Fun in the Philippines"

B. Booth details

1. Booth size is 72sqm

2. Layout

Must have:

- Main Stage equipped with backdrop, stage and sound system for performance.
- Suspended banner distinctive of the Philippines and Philippine branding must be visible from all areas of the exhibition hall
- Information and reception counter equipped with lockable storage space for Philippine information and promotional materials
- Video Screen with advanced audio video capability well suited for the area surface provided
- All graphics work in appropriate high print quality
- Photo zone – 4nos

- Storage – 2set, Safety lockers equipped with locks for the use of delegates and staff
- High table with 2 chairs - 2set.
- Hot/cold water dispenser -1unit
- Refrigerator – 1ea
- High chair – 4pcs
- Signage for the event – 2pcs
- Plants – 1set
- Items for Photo zone -1set
- Sofa set for VIP Lounge (Filipino material/design) – 1set
- Event corner (Game event materials, 1 event master and 3 booth assistants)
- Local décor materials

3. Other features

- Individual power outlet with adaptors for each negotiating table, meeting areas, Information Counter, storage area
 - Strong Lighting in general areas to highlight stand visibility
 - On-site supervision and service during the show
 - Caveat - All proceedings about this project will be subject to the budget, accounting and audit rules of the Republic of the Philippines.
- C. Construction, installation, and dismantling of the Philippine booth must conform to the schedule, rules, and regulations set by the organizers.

V. TIME FRAME AND SCHEDULE OF WORK

Schedule: All interested parties to submit working design drawings and cost schedules within five (7) days of their receipt of this document.

June 04-06, 2019	Booth setup/construction and turnover
June 07-09, 2019	Exhibition Proper
June 09-10, 2019	Egress/Booth dismantling

VI. BUDGET

Total budget allocation for the Philippine Booth is KRW 29,000,000.

